



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
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John O'Leary  
Chief Human Resources Officer

**PLEASE POST PROMINENTLY**  
**READING LIST ANNOUNCEMENT**

**AMENDED: May 25, 2006**

TO: Fire Department Appointing Authorities  
Fire Chiefs

FROM: Sally A. McNeely, Director *Sally A. McNeely*  
Organizational Development Group

DATE: May 12, 2006

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT  
FIRE CAPTAIN**  
**EXAMINATION DATE — SATURDAY, November 18, 2006**

Candidates are responsible for reading the texts and other materials listed below and on the reverse side of this announcement. Please note carefully which edition and date of publication is listed for each item. Questions will cover the reference in its entirety unless otherwise indicated. All examination questions will be based on these materials.

**LIEUTENANT AND CAPTAIN**

Fire Department Company Officer, Third Edition, 1998. (IFSTA)  
Exclude glossary.

Fire Inspection and Code Enforcement, Sixth Edition, 1998. (IFSTA)  
Chapters 2-8 and all glossary terms related to these chapters. Exclude appendices.

First Responder, Bergeron, J. D., Bizjak, G., Krause, G. W., and Le Baudour, C., Seventh Edition, 2005. (Brady Prentice Hall)  
Chapters 1-7: Entire chapters  
Chapter 8: Only pp. 184-222 (start at p. 184 "Cardiopulmonary Resuscitation (CPR)" and stop at p. 186 before "When to Begin CPR"; start at p. 200 "Automated External Defibrillation" and stop at the end of p. 205; start at p. 221 "CPR-Responsibilities of the First Responder" and stop at the end of p. 222)  
Chapters 9-15: Entire chapters

Hazardous Materials for First Responders, Third Edition, 2004. (IFSTA)  
Entire book except appendices, metric equivalents, glossary, tables, and figures.

National Incident Management System, FEMA 501, March 1, 2004. (Federal Emergency Management Agency, U.S. Department of Homeland Security)

Entire book, including Appendices A and B, Glossary of Key Terms, and Acronyms EXCEPT pp. 105-119.

Massachusetts General Laws, Chapter 148 (as amended through the release date of this reading list).

Pumping Apparatus Driver/Operator Handbook, First Edition, 1999. (IFSTA)

Chapter 4: Entire chapter  
Chapter 6: Entire chapter  
Chapter 7: Only pp. 126-129 (start at p. 126 "Solid Stream Nozzles" and stop at p. 127 before "Determining the Flow From a Solid Stream Nozzle"; start at p. 127 "Fog Stream Nozzles" and stop at p. 129 before "Constant Flow Nozzles")

Chapter 8: Only pp. 141-143 and pp. 148-164 (start at p. 141 “Total Pressure Loss: Friction Loss and Elevation Pressure Loss” and stop at p. 143 before “Determining Your Own Friction Loss Coefficients”; start at p. 148 “Determining Elevation Pressure” and stop at p. 164 before “Determining Net Pump Discharge Pressure”)

### **LIEUTENANT AND CAPTAIN (Cont.)**

Pumping Apparatus Driver/Operator Handbook, First Edition, 1999. (IFSTA) (Continued)

Chapter 9: Only pp. 197-199 (start at “Hand Method” and stop at the end of p. 199)

Chapter 11: Only pp. 250-271 (start at “Operating from a Pressurized Water Supply Source” and stop at p. 271 before “Supporting Standpipe Systems”)

Chapter 15: Entire chapter

Of the lettered formulas, you are required to know ONLY Formulas A, B, C, D, F, G, and I. You must also be able to apply Formula A. To do this, you need to know the coefficients in Table 8.3 (p. 143) for 1 ¾" hose with 1 ½" couplings and for 2 ½" hose; and the coefficients in Table 8.4 (p. 153) for two 2 ½" lines and for two 3" lines with 2 ½" couplings. NOTE: You will NOT be required to know or APPLY any formulas OTHER THAN those listed above.

### **LIEUTENANT ONLY**

Building Construction Related to the Fire Service, Second Edition, 1999. (IFSTA)

Engine Company Fireground Operations, Richman, H., Second Edition, 1986. (Jones and Bartlett)

Truck Company Fireground Operations, Richman, H., Second Edition, 1986. (Jones and Bartlett)

### **CAPTAIN ONLY**

Collapse of Burning Buildings, Dunn, V., 1988. (Fire Engineering)

Exclude appendix

Strategic and Tactical Considerations on the Fireground, Smith, J. P., 2002. (Prentice-Hall, Inc.)

Entire Text EXCEPT Chapter 2

**Supervision Today**, Robbins, S. P., and DeCenzo, D. A., **Fourth Edition, 2004 or Fifth Edition, 2006.** (Prentice-Hall, Inc.)

Chapter 1: **Defining the Supervisor’s Job**, entire chapter, omitting section “Where Do Supervisors Come From?” (pp. 13-14)

Chapter 3: **Establishing Goals**, only sections on **What is the Breadth of Planning? How Do Planning Time Frames Differ? and How are Plans and Supervisory Levels Linked?** and sections on **What are Standing Plans? What Are Single-Use Plans? and the five steps of a project** (pp. 66-68, start at “Planning and Level in the Organization” and stop at section “Can Continuous-Improvement Programs Be a Help in Planning”; pp. 71-76, start at “Key Planning Guides” and stop at end of Step 5 on p. 76)

Chapter 7: **Solving Problems and Making Decisions** (entire chapter)

Chapter 8: **Motivating Your Employees**, entire chapter, omitting sections on “Should Employees Be Paid for Performance or Time on the Job? How Can Supervisors Motivate Minimum-Wage Employees? What’s Different on Motivating Professional and Technical Employees? and How Can Employee Stock Ownership Plans Affect Motivation ( pp. 221-224)

Chapters 9, 10, and 11: **Providing Effective Leadership, Communicating Effectively, and Supervising Groups and Work Teams** (entire chapters)

Chapters 14, 15 and 16: **Handling Conflict, Politics, Employee Discipline, and Negotiations; Dealing With Change and Innovation; and The Supervisor’s Role in Labor Relations** (entire chapters)

**NOTE:** Since the Fourth Edition of Supervision Today is going out of print, applicants can study from either the Fourth Edition or the new Fifth Edition. They will only be tested on content which is in both editions for the above referenced subject areas. Use the bolded topics to find the chapter and pages in the new Fifth Edition.

(Continued)

Reading Lists for Promotion to Fire Lieutenant and Fire Captain  
Examination Date – November 18, 2006

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(Questions concerning enhancing understanding, building a team, applying a supervisory skill, and thinking critically at the end of each chapter and questions concerning news flashes will not be included.)

(Please note that to purchase Supervision Today the publisher recommends that you contact a college, university, or local bookstore to order this book or you can place an order at [www.amazon.com](http://www.amazon.com).)

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**PUBLISHERS OF READING LIST TEXTS**

- Brady Prentice Hall, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; [www.bradybooks.com](http://www.bradybooks.com).
  - Federal Emergency Management Agency, P.O. Box 2012, Jessup, MD 20794; (800) 480-2520, Option #4.
  - Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; [www.pennwellbooks.com](http://www.pennwellbooks.com).
  - IFSTA (International Fire Service Training Association), Fire Protection Publications; Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; [www.ifsta.org](http://www.ifsta.org).
  - Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; [www.jbpub.com](http://www.jbpub.com).
  - Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 811-0912; [www.informit.com/sales/kb](http://www.informit.com/sales/kb) or [www.bradybooks.com](http://www.bradybooks.com).
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Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock. Any questions regarding the reading list may be directed to Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745. Please request additional copies of this list from your department's personnel office. This reading list is also posted on the Human Resources Division website in the Civil Service section at [www.mass.gov/civilservice](http://www.mass.gov/civilservice) under Examination Information.

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